

INSTRUCTIONS FOR COMPLETING FORM NO. 30, REQUEST FOR APPROVAL OF FORM

The following instructions are keyed to the items appearing on Form No. 30. These instructions replace previous instructions for completing Form No. 30-11 which has been declared obsolete.

Unnumbered Items

TO - insert Chief, Forms Management Branch, RMD, Management Staff

THRU - insert *Secretary Officer* Chief, Planning and Analysis Staff under "Area Records Officer"

FROM - indicate Division or Staff, Office of Personnel, room number and building. Under "Name of Person to Contact", indicate the name and extension of the individual most familiar with the proposed material. Rank of the person to be contacted need not be the determining factor.

Numbered Items

1. Form No. - leave blank.
2. Date - leave blank.
3. Form Title - indicate a brief descriptive title of the proposed form. Since this item often reflects the title used on the final printed form, it is important that the proposed title be meaningful and at the same time distinctive enough to aid in differentiating the form from the many other forms used by the Agency.
4. Type - one of the four options given should be checked as follows:
 - a. New - refers to a proposed form for which there are no previous editions bearing an official form number and edition date. "New" should also be checked when a proposed form replaces two or more existing forms.
 - b. Reprint - refers to the reestablishment and reprinting of a form which previously was declared obsolete. Completion of Form 30 is not required for reprinting an existing form recognized as active.
 - c. Revised - should be checked whenever a proposed form represents a revision of an existing form either through changes in the item content or graphic structure.
 - d. Overprint - will be checked whenever a proposed form consists of the overprinting of additional items on an existing form.
5. Use - one of the three options given should be checked as follows:
 - a. Permanent - proposed form will be used permanently as the basis for established procedures based on the provisions of a regulatory issuance or continuing responsibilities of a Division or Staff.

- b. Test - proposed form will be used as an experimental device to determine whether a given procedure or records system is workable with the understanding that if the form and related procedures prove to be workable, the test form will be established as a permanent form (note 5a above).
 - c. Temporary or One-Time - the form requested will be used only to implement a temporary or one-time procedure or responsibility of a Division, Staff, or the Office of Personnel.
6. Form No. and Date of Superseded Form(s) - indicate the form number and edition date of each form which will be replaced by the new or revised form.
7. Disposition of Stocks - this item will be completed whenever item 6 reflects forms superseded by the proposed new or revised form.
- a. Use - will be checked whenever stocks of an old form edition are to be exhausted before use of a new edition or form is fully implemented.
 - b. Destroy - will be checked whenever a new edition or form completely replaces an old form edition or form and the old form material is considered obsolete.
 - c. Other (specify) - will be completed to specify limited use of an old form edition or form, etc., as appropriate.
8. Unit of Issue - this section lists the more common structural form types used by the Agency. The form type represented by the proposed form should be checked. The types used most frequently by this Office are:
- a. Multiple Page (Multiple Page) - questionnaires and other forms consisting of two or more sheets which are folded, stapled or gummed.
 - b. Card - card-weight type of forms used for vertical filing, Kardex record systems, or other applications requiring the use of card-weight paper.
 - c. Cut Sheet - the most common type of form consisting of a single sheet printed on one or both sides and varying in size (8x5, 8x10 $\frac{1}{2}$, etc.). With a few exceptions, cut sheet forms are usually printed on paper stock of lighter quality than card-weight paper.
 - d. Pad - arrangement of cut sheet forms in pad or tablet bound either as single color forms or arranged in a sequence of multiple color sheets with the same format. Pads are used for convenience in writing or for maintaining form sets in a convenient packaging medium.

Questions concerning form types other than the ones explained above should be referred to PAS for consideration and technical advice.

9. Type of File - the type of file to be used in conjunction with the proposed form should be checked. If the file differs from those listed in this item, a check mark should be placed in the space opposite the blank box and the type of file specified in the space provided.
10. Method of Completion - each method which may be used to complete or fill in the form will be noted by checking the appropriate box(es). This information is one of the factors considered when specifications are given for the paper to be used in producing the form.
11. Classification - whenever a security classification should appear on the format of a printed form, the appropriate box will be checked. The classifications Confidential, Secret, and Top Secret will be checked only when the form reflects classified information prior to completion. If the form will reflect classified information only after it is completed, then the classifications followed by "(When Filled In)" should be checked. Form material reflecting a pure classification must be stored in the same manner as all other classified material (e.g., under combination lock).
12. Sterility Required - either "Yes" or "No" must be checked. If the form is to be used in situations which require cover operations or situations which require non-association of materials with the Agency or the U.S. Government, then sterility is required in the design of the form. In cases of limited sterility such as association only with the U.S. Government without reference to the Agency, "Yes" should be checked under "Sterility Required" and a qualifying statement included under item 15.
13. Related or Feeder Forms - if information will be derived or transcribed from other established forms in the process of completing the proposed form, the form numbers of the "related or feeder forms" will be noted in this item.
14. Reference No. (Regulatory issuance.....) - indicate any Regulation or Notice which has a primary relation to procedural responsibilities under which the form was created.
15. Purpose and Function of Form (Procedures Involved and Economies Affected) - the information provided by this item is the most important information presented in respect to approval of a proposed form. In completing this item, it must be assumed that the officials receiving the Form 30 are not familiar with the proposed material or procedures relating to it. A detailed statement, therefore, is desirable. If possible, a copy of new or revised written procedures should be attached to the "Request for Approval of Form" to facilitate review and approval.
16. Copy Distribution and Justification - if several copies of the form are prepared, indicate the name or designation of the Office, Division, and Staff to which the forms are routed under "Office of Record". In the section entitled "Purpose Served by Routing", furnish a brief statement

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which indicates the reason for routing the form to the component designated. If an original copy only is prepared, indicate disposition made of form under "Purpose Served by Routing" (Example: Permanent record of action in official personnel folder).

17. Concurrences - this item should reflect the Office, Division or Staff; address, extension, name or concurring official, and initials of appropriate individuals concurring in the establishment of the new or revised form. Concurrences refers to review on an Agency-wide basis, Division or Staff coordination within the Office of Personnel, or internal Division concurrences, depending on the nature of the form.
18. Overall Size - indicate width and length of the proposed form in inches.
19. Folded Size - this specification refers mainly to "questionnaire" and booklet type of forms which are printed on off-size sheets (ex: 8x21) and folded to the correct size (ex: 8x10 $\frac{1}{2}$).
20. Binding Instructions - if the proposed form should be assembled as a pad, tablet, or booklet, indicate whether the actual binding is to be accomplished by sewing, gumming, or stapling. In the case of pads or tablets, show the number of form sheets to be bound into each pad (50, 100, etc.). If a form pad consists of multicolored sets, indicate the number of sheets in each set and the number of sets in each pad. As an example, a form set containing three colors could be bound in a pad or tablet of 33 sets with a total of 99 individual sheets in each pad.
21. Paper - leave blank. Technical specifications for paper (type, substance basis, specific weight, etc.) will be inserted by PAS.
22. Print - leave blank. Data will be inserted by PAS
23. Punching - for forms which require prepunching, indicate the number of holes, diameter, center to center (c to c) measurement, and kind. Indicate position of holes on form (top, bottom, right side, etc.) Note: Most prepunched forms used by OP are punched for ACCO standard fasteners (two-hole). The abbreviation "ACCO" may be placed under "diameter, c to c, and kind" whenever ACCO punching is required without reference to actual measurements.
24. Prenumber - when a proposed form requires that each individual copy be serialized, indicate inclusive serial number range under "from" and "to" and the color ink to be used for printing the actual serial numbers.
25. Monthly Usage - indicate a careful estimate of the actual number of copies which will be used during a one-month period. Since the estimated monthly usage is one factor considered in computing the number of forms to be printed, this item should be carefully completed.
26. Quantity on Hand - if the proposed form represents a revision of an existing form which may be used until stocks are exhausted, indicate the quantity of the existing form edition available.

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27. Quantity Requested - leave blank.
28. Date Required - indicate date forms are required to implement procedure upon which form is based. Avoid using ASAP since the latter does not provide a basis for realistic production scheduling.
29. Stock - forms which are established as "stock" are printed under the auspices of the Supply Division, Logistics Office, for the purpose of distributing such forms to all Agency supply rooms. The majority of forms used by OP are non-stock items due to their limited use within OP.
30. Delivery Instructions - leave blank.
31. Production Method - leave blank.

Signature of Requesting Official - the Chief of the Division or Staff initiating the request will sign as the requesting official.

Form 30 will be completed as an original and one copy.